

COURT DISTRICT SUPERVISOR

DEFINITION

Under general direction, supervises the daily operations of a small Court District or juvenile court; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by their responsibility for all court functions of a small Court District including courtroom support, legal filings, document processing and secretarial support. The Court District Supervisor reports to an off-site manager. This class is distinguished from a Legal Processing Supervisor II in that the latter is responsible for one or two major sections of a Court District working at the same location as the manager.

ESSENTIAL FUNCTIONS

1. Assigns, supervises, and coordinates the work of the court including civil, small claims, family law, traffic, juvenile and criminal; supervises the preparation of the court calendar; ensures the effectiveness of workflow.
2. Trains, evaluates, and assists in the selection and discipline of employees; approves leave time and pay cards; coaches and mentors subordinate staff; determines and implements employee training schedules; discusses staff work performance with unit supervisor to ensure accurate assessment of employees.
3. Confers with judges regarding operational problems and changes in policies and procedures; acts as liaison with all local court-related offices and law enforcement agencies.
4. Obtains the services of Judges Pro Tem, Court Reporters, Interpreters and attorneys as required.
5. Handles the more complex problems or unusual situations; prepares program status reports and maintains statistical data.
6. Assists in the preparation of the district or juvenile court budget; reviews and approves court billings; requests facility maintenance, remodeling and furniture repair.

7. Provides vacation and temporary relief as required.
8. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

30 semester (45 quarter) units of completed college coursework in business or public administration, criminal justice, or related field; half of required college coursework in upper division is highly desirable; and five years of increasingly responsible and varied technical court experience and one year of court related experience as a supervisor; or any combination of training and experience that could provide the desired knowledge and abilities.

Knowledge of (as related to the assigned area)

Principles and practices of management and supervision including staff development and training; practices and techniques of budget preparation and administration; services and activities of a court; computer technology as applied to court operations, methods, and programs; court and courtroom procedures and processes; Code of Civil Procedure, Penal Code, Vehicle Code and other statutes relating to court procedures; modern office methods including use of personal computer and related software; legal terminology.

Ability to

Supervise staff; plan, direct and evaluate the work of staff; work under the pressure of deadlines, conflicting demands, and emergencies; establish and maintain working relationships with all levels of Court staff, elective and appointive bodies, and members of the general public; select alternatives, project the consequences of proposed actions, implement administrative policies and work programs consistent with regulations and with Court policies and goals; understand, interpret, and apply laws and regulations; communicate orally and in writing; perform legal research; plan and implement training programs.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00

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